



June 28, 1989

ADMINISTRATIVE MEMORANDUM NUMBER SEVENTY-NINE
PROGRAM FOR SUBSTITUTE SECRETARIES

1. Obtaining Substitute Secretaries

The Personnel Office has responsibility for the substitute secretary budget, account #0234.21. Therefore, supervisors or principals who have a need for a substitute secretary must make the request to the Personnel Office.

Substitute secretaries can be used only to work in place of secretaries who have approval to be absent for the following reasons:

- a. Personal illness
- b. Family illness
- c. Personal leave
- d. Other Area-approved absences

PAYMENT FOR SUBSTITUTE SECRETARIAL WORK WILL BE MADE ONLY TO THOSE PERSONS WHO HAVE MADE FORMAL APPLICATION WITH THE PERSONNEL OFFICE AND WHO ARE PROPERLY SET UP ON THE SUBSTITUTE SECRETARY ACCOUNT.

2. Elementary Schools

Contract secretaries who are absent should be replaced in the following manner:

- a. The hourly secretary may be asked to extend her day to cover for short-term approved absences. The office account (#0234.02) will be used for the extended hours. The Personnel Office should be advised, by telephone, when the hourly secretary's day is extended, explaining the reason or reasons for such extension. If reimbursement to the hourly account is necessary or requested by the principal, documentation supporting this request would then be available in the Personnel Office.
- b. The Personnel Office should be called if a substitute secretary is needed for short or long-term approved absences. Requests for substitutes may be made by calling the Classified Personnel Office at 268-8515 between 8:00 a.m. and 5:00 p.m.

3. Secondary Schools and District Office

Contract secretaries who are absent should be replaced in the following manner:

- a. Other contract or hourly secretaries in the school or department should cover for short-term approved absences.
- b. The hourly secretary, if assigned to a specific location, may be asked to extend her day to cover for short-term approved absences. The office account (#0234.02) will be used for the extended hours as applicable. The Personnel Office should be advised, by telephone, when the hourly secretary's day is extended, explaining the reasons for such extension. If reimbursement to the hourly account is necessary or requested by the principal, documentation supporting this request would then be available in the Personnel Office.
- c. The Personnel Office should be called if a substitute secretary is needed for short or long-term approved absences. Requests for substitutes may be made by calling the Classified Personnel Office at 268-8515, between 8:00 a.m. and 5:00 p.m. Other secretaries in the school may be required to assume additional duties until the substitute secretary can be placed.

If there is any question regarding this procedure, you are advised to contact the Personnel Office.

/s/

Loren G. Burton
Superintendent